G. R. S. 59] GPB—15,000—22-7-14

1

GENERAL AND REVENUE SECRETARIAT.

191.

(E 19)

File No. 141

Serial Nos. 1

P

P 20
E

Papers Filed.

Month Feb 18.

SUBJECT.

1. Organization of Bureaus for the Consideration of large Departmental Questions. (not sanctd.)

2. Organization and Development Scheme (superseding the above schemes)

PREVIOUS REFERENCES.	LATER REFERENCES.

2

(For disposal at the next meeting) No. C. 5770

22.7. 191.6

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause viii of the Schedule)

Organization of Bureaus for the consideration of large departmental questions.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasimha Rao

22nd July 191 6. *Secretary to Government.*

Extraordinary Member of Council.

171/247 **First Member of Council.** Opn. recorded. VP 25.7 dtd 24.7

15770/227.16 **Second Member of Council.** V 23.7.16 dtd 24.7

WD 2012—GPB—1 000—9-2-16

3

File No. E.A.G. 1844

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Organisation of Bureaus for the consideration of large departmental questions.

1 Draft rules with necessary statements are submitted in accordance with the personal instructions of the Secretary.

Secy) NLL 12/7/16

V

This was given to me by Secy for the following points being attended to.

Statement B to be recast as personally explained.

Statement A and rules — the pencil additions to be typed.

Statement C. — to be verified and initialled by

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

E.A.G. 141

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Supts of Branches, who will kindly assure themselves that all subjects pertaining to their Branches on the C. & D. Scheme are brought into the new list in their proper places, and that none which have been finally disposed of are included therein. Mr Swedenbank [illegible] these supts and do the needful

NLL
13/7

3

Resubmitted after doing the needful.

NLL
14/7

14/7/16.

4

The Scheme of Bureaus sketched out on the lines instructed by the Dewan is submitted herewith for favour of further instructions.

The file may be circulated to Council for provisional & informal consideration of the Dewan approves.

Dewan)

Dewan
15/7

329
15-7-16

Rcd 15.7.16.

5

Please circulate & bring up at the next meeting of Council.

NLL
16/7

6

I should be glad if this important question is settled soon.

21.7.16

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

C. in Dewan 21/7 NLL

5

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

There is no harm in the title
but the object & scope of
the human scheme.

But we have already many
Committees & subcommittees & but
he did not intend to multiply them
for fear of overlapping & duplication.

[illegible]
[illegible]

NOTE—Contn. sheet.

GPB—70,000—17-12-15

(Two cases) 6

Subject.-

Organization of Bureaus for the consideration of large departmental questions.

OPINION OF THE COUNCIL.

(1) To take a copy of Diwan's Note & return the original to him today.

(2) A Statement may be prepared containing only 12 most important & urgent questions under the 5 Bureaus for working up, the rest being shown in a reserve list. Statement to be subm. to Dewan:

(3) Dewan said he would work up further at Kumbakonam on Tuesday & Wednesday next.

Dewan
8/8

This has been attended to. The return of the papers with orders is awaited. Please remind on 16th inst.

NLM
12/8

Subm. for information. No orders have yet been recd. If necessary the matter may be brought to the kind notice of Dewan Sahib)

NLM
16/8/16

G. R. S. 12]

General and Revenue Secretariat.	File No.	of 191 .
	Serial No.	

NOTE—Contn. sheet.

GPB—70,000—17-12-15

THE BUREAU SCHEME - OBJECTS & REASONS.

There are many large questions which no one department can settle without the co-operation of other departments interested therein. To mention a common instance, the delay in the disposal of darkhasts is frequently thought a reproach to the Land Revenue Department. But that department is in many cases powerless. Where the lands applied for, as frequently happens are reserved, or contain a large number of date or sandal trees, or require subdivision, reference should be made to the Forest, Excise or Survey Departments and without the hearty co-operation of these departments no satisfactory solution can be found for the speedy disposal of darkhasts.

1. The standing orders of Government, to cite another instance, require that Sub Registrars should look for promotion in the Revenue Department, but little effect has been given to these instructions because there is no established understanding on the point between the Revenue and the Registration Departments.

If inter-departmental questions such of these, and their number is great, should be settled as they arise in a speedy and satisfactory manner, it is necessary that the departments concerned should maintain a close - systematic and personal relationship. It is thought that this is best secured by the periodical meeting of the Heads of Departments under the guidance, if possible, of a Member of Government.

3. Then there are questions which though the department concerned is - competent to settle in its own way can be advantageously submitted to the test of the common experience of other men engaged in similar fields of work. The purchase of machinery, and the supply of labour, for instance, are matters of common concern to more departments than one, (e.g., the Public Works, Railways and Electrical Departments), but mutual assistance and advice on such subjects are rarely sought and obtained at present. The constitution of the Heads of Departments into a Bureau will, it is thought, ensure a periodical exchange of ideas on all such questions among the officers concerned.

4. There is still another set of circumstances in which the existence

existence of the bureaus will be found very useful, namely, where measures are introduced demanding uniformity of action throughout the service. If rules are prescribed say for the conduct of office work for the personal guidance of officers for appointments and promotions, or for the purchase of stores.

There is no certainty at present that they will be understood and observed in their entirety or at all. Unauthorised exceptions and innovations are freely made in order to meet supposed difficulties and every department constitutes itself unavowedly a starting point for divergency from the standards laid down by Government. And with the multiplicity of departments (there are many more in Mysore than in countries of a much larger size and with vastly greater business), the chances of such variation and neglect and the difficulties of guarding against the same are multiplied.

The existence of Bureaus ~~makes a difference~~ contributes an appreciable element in this respect, the rules, etc., referred to being matters of common ~~interest~~ concern would naturally be discussed at the Bureau meetings and the interest created by the discussions would inevitably lead to a better understand-

understanding, a closer observance, and it may be, the eventual improvement, of the rules.

5. Lastly the association of officers in the manner contemplated is likely to have an educative effect which cannot be lightly counted. They would be trained to think along common lines of improvement and to see things from the standpoint not of their particular department but of the administration as a whole.

6. The provisions contained in Rule 8 ~~proceeds~~ shew the purely deliberative character of the Bureaus. Neither the executive authority nor the sense of responsibility of the Heads of Depts. will be interfered with in any manner by the constitution of those bodies.

Duncan
2/8.

Rules.

1. The different branches of the administration will be grouped into six Bureaus in the manner shown in the accompanying statement A.

2. Each Bureau will have a standing Committee whose duty it will be to study the requirements of the departments with which it is connected, and to develop the larger questions that may arise in them from time to time. It will also enquire, or cause enquiries to be made, into the soundness of the aims and policy of these departments, their methods of work and standards of performance and suggest -- measures for improving their efficiency.

X Especially those of common interest.

O Particularly in directions requiring uniformity of action.

3. The members of the committees will ordinarily be the executive Heads, the Secretaries to Government and other senior officers connected with the departments comprised in each Bureau. The Dewan or a Member of Council will be Chairman.

4. Subject to the general control and directions of the Chairman, one of the members of each committee will be held specially responsible for organising its work and will be known as Organising Secretary. Additional Secretaries who will not, however, be members of the committee will be appointed to assist the Secretary in the routine duties and in developing work

work in the different sections of the Bureau.

NOTE:- The annexed statement B shows the functionaries of the several Bureaus.

5. The committees should meet at least once every quarter.

6. Work may commence for the present with the consideration of the subjects mentioned in statement C, which have been hitherto dealt with under Government -- Memorandum dated the 6th January 1916. As soon as practicable, however, not later in any case than the 15th August 1916, each Bureau should draw up a comprehensive programme of work for the whole of the current official year and submit the same to Government for information.

7. Questions may be taken up for consideration by the Bureaus on their own initiative or at the instance of the -- Chairmen or Government.

8. The committees will be advisory bodies and excercise no executive power of any kind. ~~But they may send for -- officers, papers or records.~~

That is to say, they may initiate, discuss and make recommendations to Government and to this end may send for officers, papers, or records, but they may not issue orders to any department.

9. Once a year all the committees will meet in a joint session presided over by the Dewan to take stock of work done, to discuss lines of progress and to transact other business of common interest or of a co-ordinating character.

10.

10. The first joint session will be held on the ~~13th~~ 20th September for discussing the programme prepared under paragraph 6.

13/7/16 1577

HSR.

BUREAUS

...

Grouping of Departments - Major and Minor.

.....

REVENUE BUREAU.

(1) Financial
(2) Land Revenue
(3) Excise, Stamps & Registration
(4) Forests
(5) Revenue Survey.

JUDICIAL BUREAU.

(1) Courts.
(2) Legislation
(3) Police.

PROTECTION BUREAU.

(1) Military
(2) Medical and Sanitary.
(3) Prisons.

DEVELOPMENT BUREAU.

(1) Organization of economic work -
General Conference and
Co-operative Societies.
(2) Education.
(3) Agriculture.
(4) Industries and Commerce.

TECHNICAL BUREAU.

(1) Railway Department.
(2) Geology and Mining.
(3) Public Works
(4) Electrical Department.

VI. LOCAL SELF GOVERNMENT & MISCELLANEOUS BUREAU.

A. Local Self-Government.

1. (a) Bangalore City Municipality
(b) Mysore " "
(c) Mysore Trust Board.
(d) District Boards and Municipalities.

B. Miscellaneous.

2. Muzrai
3. Printing
4. Government Gardens and Museum.
5. Ethnography and Archaeology.
6. Meteorology.

DISTRIBUTION OF DEPARTMENTS

No.	Departments		
1	I. PALACE AND POLITICAL	M	1
	II. FINANCIAL—		
2	General Finance, Accounts, Audit, Banking, Pensions, etc.	M	2
	III. REVENUE—		
3	Land Revenue (including Veterinary Department) Exhibitions	M	3
4	Excise	M	4
5	Forests	M	5
6	Stamps	m	1
7	Registration	m	2
8	Revenue Survey and Inam Settlements ...	m	3
	IV. PROTECTION—		
9	Legislation	M	6
10	Judicial	M	7
11	Police	M	8
12	Military, Amrut Mahal, Government House, etc.	M	9
13	Medical, Public Health and Sanitation ...	M	10
14	Prisons	m	4
	V. DEVELOPMENT, MORAL AND MATERIAL—		
15	Economic Conference	M	11
16	Education	M	12
17	Industries and Commerce	M	13
18	Agriculture	M	14
19	Co-operative Societies and Agricultural Banks ...	m	5
	VI. TECHNICAL—		
20	Public Works	M	15
21	Railways	M	16
22	Electrical	M	17
23	Geology and Mining	M	18
	VII. SELF-GOVERNMENT—		
24	Local and District Funds	M	19
25	Municipal Boards (including Mysore City Municipality)	M	20
26	Bangalore City Municipality	m	6
27	Trust Board, Mysore	m	7
	VIII. MISCELLANEOUS—		
28	Muzrai	M	21
29	Printing and Stationery	m	8
30	Government Gardens and Horticulture ...	m	9
31	Archæology	m	10
32	Meteorology	m	11
33	Museum	m	12
34	Census	m	13
35	Ethnographic Survey	m	14

Statement illustrating the nature of subjects which may be dealt with by Bureaus,

I. BUREAU - i. Principles of recruitment of officers.

ii. Rules for recruitment and promotion in subordinate grades.

iii. Treasury and accounting procedure.

iv. Rules regulating the purchase of stores and supplies.

v. System of conducting and filing correspondence.

II. REVENUE BUREAU - i. Disposal of darkhasts for lands containing date - trees, sandal trees, or requiring subdivision which under the rules require to be referred to the Excise and Forest or Survey Departments.

ii. Development of forest resources.

iii. Conservancy and development of topes and avenue trees.

III. PROTECTION BUREAU - i. Separation of executive and judicial functions.

ii. Development of jail industries.

iii. Reduction of the cost of printing and stationery.

iv. Development of the Museum.

IV. TECHNICAL BUREAU -

i. The correlation of road and Railway programmes.

ii. Workshop development.

V. DEVELOPMENT, MORAL & MATERIAL - PEOPLE'S PROGRESS.

The co-ordination of the activities of the conference and of the Government Departments.

Statement A.

BUREAUS.

Grouping of Departments - Major and Minor.

Grand Summaries Bureau.....

I. REVENUE BUREAU.

(1) Financial
(2) Land Revenue
(3) Excise, Stamps and Registration
(4) Forests
(5) Revenue Survey.

II. JUDICIAL BUREAU.

(1) Courts
(2) Legislation
(3) Police.

III. PROTECTION BUREAU.

(1) Military
(2) Medical and Sanitary
(3) Prisons.

IV. DEVELOPMENT BUREAU.

(1) Organisation of economic work -
General Conference and
Co-operative Societies.
(2) Education
(3) Agriculture
(4) Industries and Commerce.

V. TECHNICAL BUREAU.

(1) Railway Department
(2) Geology and Mining
(3) Public Works
(4) Electrical Department.

VI. LOCAL SELF-GOVERNMENT &

MISCELLANEOUS BUREAU.

Self-Government-

angalore City Municipality
ysore ,, ,,
ysore Trust Board
strict Boards & Municipalities.

eous-

Gardens & Museum
& Archaeology

Done 1917